UNITED NATIONS **ST**

Secretariat

ST/IC/1994/38
30 August 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: INTRODUCTION OF A REVISED INTERIM PERSONNEL ACTION NOTIFICATION FORM PRIOR TO THE IMPLEMENTATION OF IMIS RELEASE II AT HEADQUARTERS

1. The purpose of the present circular is to inform the staff that a revised Personnel Action Notification form will replace IMIS.01 (9-93), which was introduced in ST/IC/1993/53 of 21 September 1993 in connection with the implementation of the first release of the Integrated Management Information System (IMIS) at Headquarters.

2. The revised form, designated as IMIS.01 (8-94), presents the personnel action information in a more condensed format on a single page which can be generated by a laser printer on regular letter-size paper with the United Nations letterhead. The Personnel Action Notification form contains five blocks of information. They are: (a) the staff member's personnel and appointment information, which will always appear; (b) information on dependants (which will only appear when the data on dependency is entered or modified, or when a personnel action to reappoint a former staff member, to convert a staff member's appointment, or to return a staff member from special leave without pay, is processed, or when a staff member begins participating in the Pension Fund); (c) a listing of all data elements changed by the personnel action; (d) manually entered entitlement information such as who authorized the personnel action, Allotment account number, Base salary, Post adjustment, Dependency allowance, and other entitlements, as appropriate; and (e) the name of the Personnel/Administrative Assistant who finalized the personnel action and the name of the Personnel/Executive Officer who approved the personnel action. The system will generate the names based on the authorized user's ID and the dates the personnel action was finalized and approved. As a result of this revision, no manual entry is needed after printing. A signature will no longer be necessary. A sample of the revised form appears in the annex to the present circular.

3. This revision is an interim improvement pending the implementation of Release II, which will automate the calculation of the entitlements mentioned in (d) above. Another revision will be issued at that time to replace the manual entry of entitlement values with the system-generated amounts.

Annex

UNITED NATIONS NATIONS UNIES

PERSONNEL ACTION - NOTIFICATION ADMINISTRATIVE

(A) APPOINTMENT INFORMATION

1 PA#: 24519	2 PA TYPE: Initial Appointment	3 PA EFFECTIVE DATE: 01/06/1994
4 INDEX #: 62940	5 NAME (LAST, FIRST, MID / TITLE): Reeves, Jean P. / Mr.	6 MARITAL STATUS: Married
7 SEX: Male	8 DATE OF BIRTH: 27/05/1961	9 NATIONALITY: French
	10 VISA STATUS: G4	
11 TYPE OF APPOINTMENT: Fixed-Term	12 EFFECTIVE DATE: 01/06/1994	13 EXPIRATION DATE: 31/05/1995
14 EOD DATE: UN 01/06/1994	15 UNCS 01/06/1994	16 UNS 01/06/1994
17 FUNCTIONAL TITLE: Administrative Officer	18 REG: 19 SPA: 20 TEMP:	CAT/GRADE/STEP EFFECTIVE DT: P 3 1 01/06/1994
21 NEXT INCREMENT: 01/06/1995		
22 POST #: OLD POST #: 5948	23 POST INC. EFF. DATE: 01/06/1994	24 EXP DATE: 31/05/1995
25 ACCEL Y/N: N		
26 ORG UNIT: Geneva Section	27 DUTY STATION: New York	28 PLACE OF HOME LEAVE: Paris
29 PLACE OF RECRUITMENT: New York	30 CHEQUE DISTRICT CODE: 222	31 OFFICE CODE: 555
32 PENSION FUND: Y	33 PARTICIPATION DATE: 01/06/1994	34 EXCLUSION REASON:

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(B) DEPENDENCY INFORMATION

	NAME OF DEPENDANT	INDEX #	38 DATE OF BIRTH	39 STAFF MEMBER
35 SPOUSE:	Reeves, Marie C. / Ms.	62921	20/10/1966	N
36 CHILDREN:				
37 SECONDARY:				

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(C) CHANGED DATA

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(D) ENTITLEMENTS/REMARKS

PA Authorized by: Director of RPO
Allotment Account #: HQA50100TP-3004
Base Salary (Gross): 52,274
Post Adjustment (S,D,N/A): Dependency
Dependency Allowance:

Assignment Grant of $2000

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PERS/ADM ASST: 60870 Roderick, Regina DATE: 11/08/1994

APPROVING OFFICER: 60882 Russin, Hillary DATE: 11/08/1994

COPY 1 - OHRM - PERSONNEL RECORD UNIT
COPY 2 - OPPBF - ACCOUNTS DIVISION
COPY 3 - PENSION FUND
COPY 4 - EXECUTIVE OFFICE
COPY 5 - STAFF MEMBER

IMIS.01 (8-94)